

Attachment 6(A-B)

Evaluation of Programs Supporting
the Mental Health of the Health
Professions Workforce Program

Workforce

Workforce Program Organizational
Assessment Interview

Respondent Contact Materials

Evaluation of Programs Supporting the Mental Health of the Health Professions Workforce; The Workforce Program Organizational Assessment Interview Invitations and Reminders

Table of Contents

- ProvRes Eval The Workforce Program Awardee Interview Invitations and Reminders.....2
- 6A. The Workforce Program Awardee Interview Communication Email.....3
 - Project Manager/Project Director Communications.....3
 - Partner Communications.....4
 - Workforce Communications.....5
- 6B. The Workforce Program Awardee Interview Reminder Email.....6
 - Project Manager/Project Director Communications.....6
 - Partner Communications.....7
 - Workforce Communications.....8

6A. The Workforce Program Awardee Interview Communication Email

Initial contact 1. Sent to Promoting Resilience and Mental Health among Health Professional Workforce (PRMHW) program Awardees for scheduling interviews. Each email contact is tailored to fit the desired audience (i.e., role).

Project Manager/Project Director Communications

Subject line: Scheduling interview for PRMHW Program

Good [morning/afternoon] [PROJECT MANAGER/PROJECT DIRECTOR NAME],

As you may know, NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and reduce burnout in the healthcare workforce. As part of the evaluation, we are interested in speaking with your team regarding your organizational challenges, lessons learned, and changes related to the Promoting Resilience and Mental Health among Health Professional Workforce (PRMHW) Program. Your interview will be used to help HRSA better understand program efforts to promote resiliency and mental health in the health workforce and to improve future technical assistance programming.

The interview will cover specific questions about PRMHW Program implementation of the [PROJECT NAME] project, including the following topics:

- Your team's shared vision for organizational wellness and resilience
- Structures to support change and shifts to support a culture of wellness
- How your team has embedded equity in your approach
- Approaches and communications to address workforce engagement
- Implementation of system-wide policies and protocols and workforce benefits
- What has worked well and benefits that have been established for the health workforce
- Challenges, successes, and lessons learned
- Sustaining wellness efforts

We would like to schedule a joint interview, approximately 90 minutes long, with the Project Director and Project Manager during the months of [INSERT TIMELINE]. Attached please find the interview questions for your reflection prior to the interview.

Please schedule your interview using the following link [INSERT LINK FOR SCHEDULING] to select from the available times. Our team will send a follow up meeting invite once your interview time is confirmed. Please reach out if you have any questions.

We look forward to hearing from you.

Sincerely,

[NORC Project Director and signature]

Partner Communications

Subject line: Scheduling interview for PRMHW Program

Good [morning/afternoon] [PARTNER NAME],

As you may know, NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and reduce burnout in the healthcare workforce, including the Promoting Resilience and Mental Health Among Health Professional Workforce (PRMHW) Program. We have contacted you because you were identified as a partner to the PRMHW Awardee [PROJECT NAME].

For the Evaluation of Programs Supporting the Mental Health of the Health Professions Workforce, NORC would like to interview you to learn more about your experience as a PRMHW partner. Your interview will inform our organizational assessment and will help HRSA better understand program efforts to promote resiliency and mental health in the health workforce and to improve future technical assistance programming.

Your interview will cover specific questions about PRMHW Program implementation of the [PROJECT NAME] project, including the following topics related to your role as a partner:

- Your team's shared vision for organizational wellness and resilience
- Structures to support change and shifts to support a culture of wellness
- How your team has embedded equity in your approach
- Approaches and communications to address workforce engagement
- Partnership experience
- Implementation of system-wide policies and protocols and workforce benefits
- Challenges, successes, and lessons learned

We would like to schedule your interview, approximately one hour long, during the months of [INSERT TIMELINE]. Attached please find the interview questions for your reflection prior to the interview.

Please schedule your interview using the following link [INSERT LINK FOR SCHEDULING] to select from the available times. Our team will send a follow up meeting invite once your interview time is confirmed. If you have any questions, please contact NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX].

We look forward to hearing from you.

Sincerely,

[NORC Project Director and signature]

Workforce Communications

Subject line: Scheduling interview for PRMHW Program

Good [morning/afternoon] [NAME],

As you may know, NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and reduce burnout in the healthcare workforce, including the Promoting Resilience and Mental Health Among Health Professional Workforce (PRMHW) Program. We have contacted you because you were identified as a member of the health workforce at [HEALTH CARE ENTITY NAME].

For the Evaluation of Programs Supporting the Mental Health of the Health Professions Workforce, NORC would like to interview you to learn about your experience as a member of the health workforce at your institution. Your interview will inform our organizational assessment and will help HRSA better understand program efforts to promote resiliency and mental health in the health workforce and to improve future technical assistance programming.

Your interview will cover specific questions about PRMHW Program implementation of the [PROJECT NAME] project, including the following topics related to your workforce experience:

- Changes that are needed to support wellness and resilience
- Diversity considerations among the health workforce
- Communications of wellness efforts
- What has worked well and benefits that have been established for the health workforce
- Gaps in implementation
- Ways to sustain wellness efforts

We would like to schedule your interview, approximately 30-40 minutes long, during the months of [INSERT TIMELINE]. Attached please find the interview questions for your reflection prior to the interview.

Please schedule your interview using the following link [INSERT LINK FOR SCHEDULING] to select from the available times. Our team will send a follow up meeting invite once your interview time is confirmed on the schedule. If you have any questions, please contact NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX].

We look forward to hearing from you.

Sincerely,

[NORC Project Director and signature]

6B. The Workforce Program Awardee Interview Reminder Email

Initial contact 2. Sent to Promoting Resilience and Mental Health among Health Professional Workforce (PRMHW) program Awardees for scheduling interviews approximately one week after the initial email was sent. Each email contact is tailored to fit the desired audience (i.e., role).

Project Manager/Project Director Communications

Subject line: Scheduling interview for PRMHW Program

Good [morning/afternoon] [PROJECT MANAGER/PROJECT DIRECTOR NAME],

We are writing to follow up with you about scheduling an interview. NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and reduce burnout in the healthcare workforce. As part of the evaluation, we are interested in speaking with you regarding your organizational challenges, lessons learned, and changes related to the Promoting Resilience and Mental Health among Health Professional Workforce (PRMHW) Program.

It is important that we hear **your perspective** regarding program efforts to promote resiliency and mental health in the health workforce and to improve future technical assistance programming. Your interview will be used to help HRSA better understand these program efforts and to improve future technical assistance programming. Please schedule your interview today using the following link [INSERT LINK FOR SCHEDULING].

The interview will cover specific questions about PRMHW Program implementation of the [PROJECT NAME] project, including the following topics:

- Your team's shared vision for organizational wellness and resilience
- Structures to support change and shifts to support a culture of wellness
- How your team has embedded equity in your approach
- Approaches and communications to address workforce engagement
- Implementation of system-wide policies and protocols and workforce benefits
- What has worked well and benefits that have been established for the health workforce
- Challenges, successes, and lessons learned
- Sustaining wellness efforts

Interviews will be approximately 90 minutes long, and we would like to schedule a joint interview with the Project Director and Project Manager during the months of [INSERT TIMELINE]. Attached please find the interview questions for your reflection prior to the interview.

Please schedule your interview using the following link [INSERT LINK FOR SCHEDULING] to select from the available times. Our team will send a follow up meeting invite once your interview time is confirmed. Please reach out if you have any questions.

We look forward to hearing from you.

Sincerely,

[NORC Project Director and signature]

Partner Communications

Subject line: Scheduling interview for PRMHW Program

Good [morning/afternoon] [PARTNER NAME],

We are writing to follow up with you about scheduling an interview. NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and reduce burnout in the healthcare workforce, including the Promoting Resilience and Mental Health Among Health Professional Workforce (PRMHW) Program. We contacted you because you were identified as a partner to the PRMHW Awardee [PROJECT NAME].

It is important that we hear **your perspective** regarding program efforts to promote resiliency and mental health in the health workforce and to improve future technical assistance programming. Your interview will be used to help HRSA better understand these program efforts and to improve future technical assistance programming. Please schedule your interview today using the following link [INSERT LINK FOR SCHEDULING].

Your interview will cover specific questions about PRMHW Program implementation of the [PROJECT NAME] project, including the following topics related to your role as a partner:

- Your team's shared vision for organizational wellness and resilience
- Structures to support change and shifts to support a culture of wellness
- How your team has embedded equity in your approach
- Approaches and communications to address workforce engagement
- Partnership experience
- Implementation of system-wide policies and protocols and workforce benefits
- Challenges, successes, and lessons learned

We would like to schedule your interview, approximately one hour long, during the months of [INSERT TIMELINE]. Attached please find the interview questions for your reflection prior to the interview.

Please schedule your interview using the following link [INSERT LINK FOR SCHEDULING] to select from the available times. Our team will send a follow up meeting invite once your interview time is confirmed. If you have any questions, please contact NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX].

We look forward to hearing from you.

Sincerely,

[NORC Project Director and signature]

Workforce Communications

Subject line: Scheduling interview for PRMHW Program

Good [morning/afternoon] [NAME],

We are writing to follow up with you about scheduling an interview. NORC at the University of Chicago is conducting an evaluation of the Health Resources and Services Administration's (HRSA's) recent investments to support resiliency and reduce burnout in the healthcare workforce, including the Promoting Resilience and Mental Health Among Health Professional Workforce (PRMHW) Program. We have contacted you because you were identified as a member of the health workforce at [HEALTH CARE ENTITY NAME].

It is important that we hear **your perspective** regarding program efforts to promote resiliency and mental health in the health workforce, as your feedback will help HRSA better understand these program efforts. Please schedule your interview today using the following link [INSERT LINK FOR SCHEDULING].

Your interview will cover specific questions about implementation of your PRMHW-funded program, including the following topics related to your workforce experience:

- Changes that are needed to support wellness and resiliency
- Diversity considerations among the health workforce
- Communications of wellness efforts
- What has worked well and benefits that have been established for the health workforce
- Gaps in implementation
- Sustaining wellness efforts

We would like to schedule your interview, approximately 30-40 minutes long, during the months of [INSERT TIMELINE]. Attached please find the interview questions for your reflection prior to the interview.

Please schedule your interview using the following link [INSERT LINK FOR SCHEDULING] to select from the available times. Our team will send a follow up meeting invite once your interview time is confirmed on the schedule. If you have any questions, please contact NORC at [helpdeskemail@norc.org] or call [8XX-XXX-XXXX].

We look forward to hearing from you.

Sincerely,

[NORC Project Director and signature]

Public Burden Statement: The purpose of this information collection is to evaluate federal programs designed to support the mental health and resiliency of the healthcare and public safety workforce. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB Control Number for this information collection is 0915-XXXX and is valid until MM/DD/20XX. Public reporting burden for this collection of information is estimated to average xx hours per response, including the time for reviewing instructions, searching existing data sources, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to HRSA Reports Clearance Officer, 5600 Fishers Lane, Room 14N136B, Rockville, Maryland, 20857 or paperwork@hrsa.gov.

